



**OFFICE OF BUDGET AND PROGRAM PLANNING**  
**MEMO 1 - TIMETABLE FOR 2011 BIENNIUM EXECUTIVE BUDGET AND 2009 BIENNIUM ACTIONS**

*January 15, 2008*

<b>Date (2008)</b>	<b>Budget Development</b>	<b>Long-Range Planning</b>	<b>Legislation</b>
Jan 1		DNRC issues applications for the Renewable Resources Grant & Loan (RRGL) and Reclamation and Development Grant Program (RDGP) for RIT funds	
Jan 9	MBARS Capital Projects versions will be available to begin entering Capital Projects requests.	Dept of Administration (DofA) sends detailed instructions for major maintenance (MM) plan and Long Range Building Plan (LRBP) to agencies	
Jan 14		ITSD publishes IT plan templates and instructions	
Jan 15	OBPP distributes Timetable for 2011 Biennium Executive Budget		
Approx Jan 15		Dept of Commerce issues application guidelines for the Treasure State Endowment Program (TSEP)	
Jan 22			OBPP issues instructions to agencies for Legislation Proposals for the 2009 session
Jan 24		ITSD provides IT planning training	
Feb	Governor's Budget and Policy staff meet with departments to examine high priority budget and legislative issues		
Feb-March	OBPP analysts and LFD staff meet with agencies to plan reporting levels (RLs) and to review one-time-only appropriations (OTOs) file, which includes cats and dogs and agency transfers (ATs)		
Feb 13	OBPP transmits the Executive Planning Process (EPP) instructions for 2011 biennium EB proposals to agencies		
Feb 13	OBPP distributes leased vehicle information for agencies to use in requesting Motor Pool services		
Feb 14-15	OBPP provides EPP/MBARS training		
Feb 15		Agencies submit to A&E a brief description of all LRBP requests exceeding \$250,000	
Feb 28		Cultural and Aesthetic Grant (C&A) application formats available from the Montana Arts Council (MAC)	

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Feb/March		W2ASACT (Water, Wastewater, Solid Waste Action Coordination Team) Application Workshops-[Great Falls - Feb 20, Missoula-March 5, Billings-March 11, one additional location and date in Eastern Montana unknown at this time] [CDBG grant workshop generally follows on the next day.]	
March 1		State strategic information technology plan provided to the Governor by the CIO	
Mid March		MBARS IT Module Available - ITSD will provide training	
April 1	Final Day for completion of all agency reorganizations and submittal of related BCDs to OBPP		
April 14			Agencies Submit Legislation Proposals (concepts) to OBPP (Preliminary fiscal notes are to be prepared if proposal has a fiscal impact)
May 1	Agencies submit EPP Present Law Adjustments and New Proposals to OBPP	IT Plans due on MBARS	
May 1	Agencies submit leased vehicle survey forms to OBPP		
May 1	OBPP distributes final guidelines for submission of fixed costs/special purpose schedules and guidelines for submission of enterprise and internal service funds.		
May	Board of Regents approves MUS budget requests		
May/June	Agency EPP conferences		
May - June		ITSD meeting with agencies on IT plans and projects	
May 1-31			OBPP sends EPP approvals for legislation authorized for drafting to agencies; follow-up agency conferences scheduled as needed through fall
May 2		TSEP application deadline - due to Dept of Commerce	
May 15	MUS FTE to be used in 2011 biennium Executive Budget due		
May 15		Applications for RRGL and RDGP due to DNRC	
May 15	Last day to finalize RLs and all types of OTOs with agencies and LFD [File maintenance will be required through FYE]		
Mid-May	OBPP/LFD meet to discuss inflation/deflation factors		
May 23	OBPP provides paper copies of organization charts published in the EB to agencies for review and edits		

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May 23		Community Development Block Grant (CDBG) public facilities application deadline	
late May-Sept			Agencies present approved legislative proposals to interim legislative committees
Mid-June			Bill Drafting Workshops will be conducted by LSD at dates to be announced
June 30		Final date for agency IT plan approvals by ITSD	
July 1		LRBP requests and priority listings are due to DoFA A& E division	
July 4	Agencies have all HR data processed and ready for snapshot for 2011 biennium personal services		
July 7	Agencies submit fixed cost and special purpose schedules that are to be included in the August Budget Instructions (Rent, Tort Claims, ITSD, SABHRS, Central Stores, Central Mail, P&G, Payroll, Surplus Property, SWCAP, SFCAP, Warrant Writer, Equipment List, Agency Legal Services, Natural Gas Procurement, Energy Conservation Program, Motor Pool, Grounds Maintenance, Legislative Audit, ARMS, Records Management)		
July 16	Personal Services snapshot taken based upon PPE July 4th.		
July 18	Final date for OBPP regular processing of FY 2008 BCDs		
July 24	LAST DAY for <i>emergency</i> FY 2008 BCDs to OBPP		
July 25	FYE Closing - No BCD Processing		
Aug 1		C&A grant applications to Montana Arts Council postmarked on August 1	
Aug 1	OBPP finalizes fixed cost schedules with provider/managing agencies and finalizes inflation/deflation factors		
Aug 5	OBPP hosts fixed costs/inflation workshops for agencies to dialogue with service providers		
Aug 11	OBPP sends information regarding submission for supplemental appropriations (HB 3) and budget amendments (HB 4)		
Aug 11	OBPP sends EB request package to agencies		
Aug 13, 14, 15	OBPP offers MBARS/budget request training		
Aug 25-Sept 1	Agencies submit budget requests to OBPP in accordance with approved schedule including goals and objectives and proprietary funds (Section R of HB 2)		

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Sept	Budget/Legislation conferences with Agencies		
Sept 1	OBPP transmits base budget to LFD [statutory]		
Sept 8	Agencies with more than 20 FTE submit to OBPP the plan to reduce certain proposed budgets to 95% of the base budget (17-7-111(3)(f))		
Sept 12	Agencies submit paper copy edits of organization charts for inclusion in the EB		
Sept 15			Agencies submit Final Drafts of Appropriations Bills & significant legislation (with draft fiscal notes) to OBPP; conferences with the Governor's Office & OBPP are scheduled as needed
Oct 17	Last day to submit supplemental appropriation requests (HB 3) to OBPP		
Oct 18-20		Agencies review and comment on LRBP and MM recommendations	
Oct 31			Deadline for transmittal of final draft legislation to the LSD
Oct - Nov		Long-range planning agencies meet with OBPP and the Governor to review and discuss recommendations for projects to be funded	
Nov	Revenue & Transportation Interim Committee adopts economic assumptions/revenue estimates		
Nov 1	OBPP provides LFD with present law base budget [statutory]		
Nov 3	Agencies submit notice of current and new BAs for inclusion in HB 4		
Nov 15	OBPP transmits Executive Budget, including all Long-Range Planning recommendations, the information technology summary and the proposed pay plan schedule, to the LFD [statutory]		
Nov 17	Executive Budget will be available on the Internet		
late Nov	Legislative Caucuses [TBA]		
late Nov	Orientation for New Legislators [TBA]		
Nov 24	Last day to submit notice for additional BAs to be included in HB 4, as introduced		
Dec			OBPP and agencies begin preparing fiscal notes on pre-introduced bills

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early Dec			OBPP conducts fiscal note training for all agencies
Dec 1	Last day to submit revisions to HB 3 supplemental appropriation requests		
Dec 4	OBPP submits General Appropriations Act to LSD		
Dec 15	OBPP submits any amendments to preliminary EB to LFD [statutory]		
Dec 22			5 o'clock LSD deadline for pre-introduction of bills
Jan 5, 2009	Legislature convenes		